

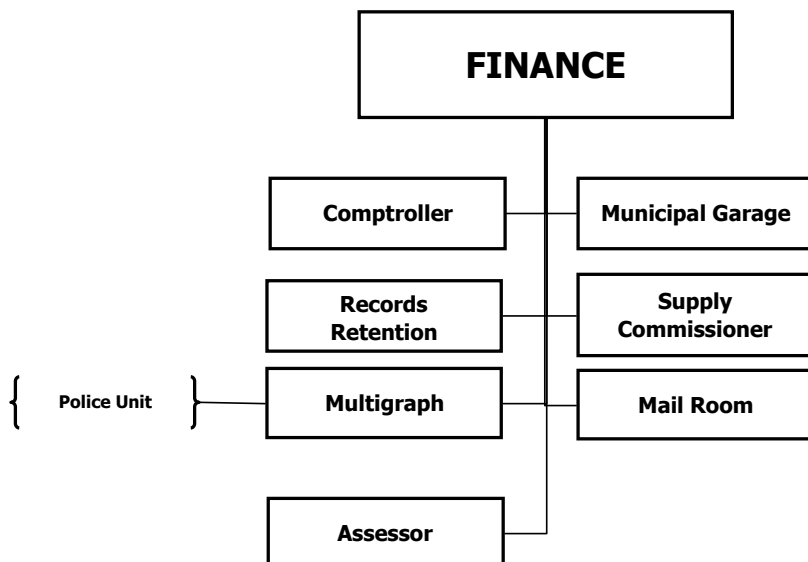
DEPARTMENTAL RESPONSIBILITIES

GOAL: EFFICIENT AND EFFECTIVE GOVERNMENT

- Ensure the effective monitoring of the City's fiscal affairs through a modern and efficient accounting, payroll, and auditing system.
- Provide for an effective and efficient system for assessing and collecting City revenues.
- Ensure a continuous and uninterrupted supply of materials, goods, services, and equipment to support City departments and agencies.

GOAL: VIBRANT AND DIVERSE ECONOMY

- Promote a favorable environment for economic development through a judicious use of TIFs and other economic incentives.



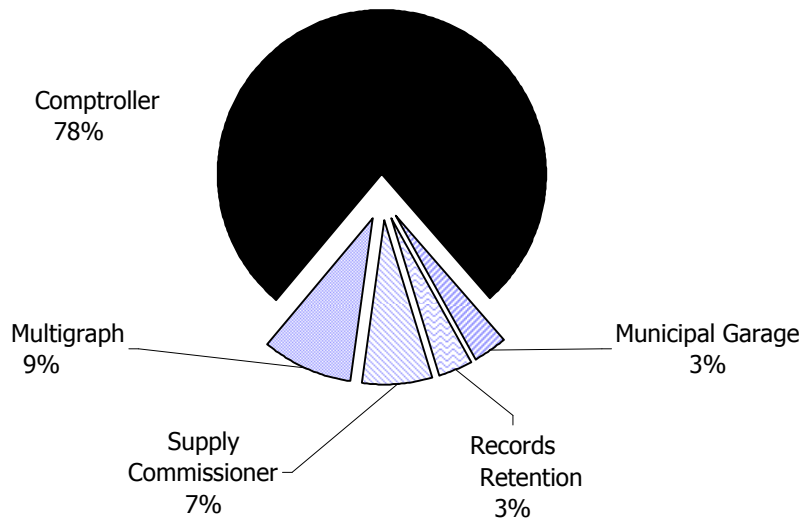
FINANCE

| BUDGET BY DIVISION | ACTUAL FY13 | BUDGET FY14 | BUDGET FY15 |
|-----------------------------------|---------------------|---------------------|---------------------|
| 160 Comptroller | \$7,806,562 | \$8,053,028 | \$8,215,999 |
| 162 Municipal Garage | 298,382 | 332,707 | 345,418 |
| 163 Records Retention | 298,001 | 345,487 | 379,743 |
| 170 Supply Commissioner | 692,806 | 692,701 | 730,834 |
| 171 Multigraph | 729,916 | 949,264 | 934,658 |
| General Fund | \$9,825,667 | \$10,373,187 | \$10,606,652 |
| Lateral Sewer Fund | \$48,353 | \$58,919 | \$60,176 |
| Tax Increment Financings | 1,000,694 | 529,153 | 615,704 |
| Trustee Lease Fund | 7,015,609 | 6,212,319 | 5,021,675 |
| Mail Room Service Fund | 522,347 | 854,484 | 897,908 |
| 180 Assessor | 4,190,779 | 4,220,280 | 4,299,660 |
| Grant and Other Funds | 260,301 | 232,549 | 229,388 |
| TOTAL DEPARTMENT ALL FUNDS | \$22,863,750 | \$22,480,891 | \$21,731,163 |

| PERSONNEL BY DIVISION | ACTUAL FY13 | BUDGET FY14 | BUDGET FY15 |
|-----------------------------------|----------------|----------------|----------------|
| 160 Comptroller | 58.2 | 60.9 | 61.5 |
| 162 Municipal Garage | 6.5 | 6.5 | 6.5 |
| 163 Records Retention | 7.0 | 7.0 | 7.0 |
| 170 Supply Commissioner | 9.7 | 9.7 | 9.7 |
| 171 Multigraph | 9.0 | 13.0 | 11.0 |
| General Fund | 90.4 | 97.2 | 95.8 |
| 172 Mail Room | 7.3 | 7.3 | 8.3 |
| 180 Assessor | 64.0 | 64.0 | 65.0 |
| Grant and Other Funds | 19.8 | 18.6 | 21.5 |
| TOTAL DEPARTMENT ALL FUNDS | 181.5 | 187.0 | 190.5 |

FINANCE

FY15 GENERAL FUND BUDGET BY DIVISION



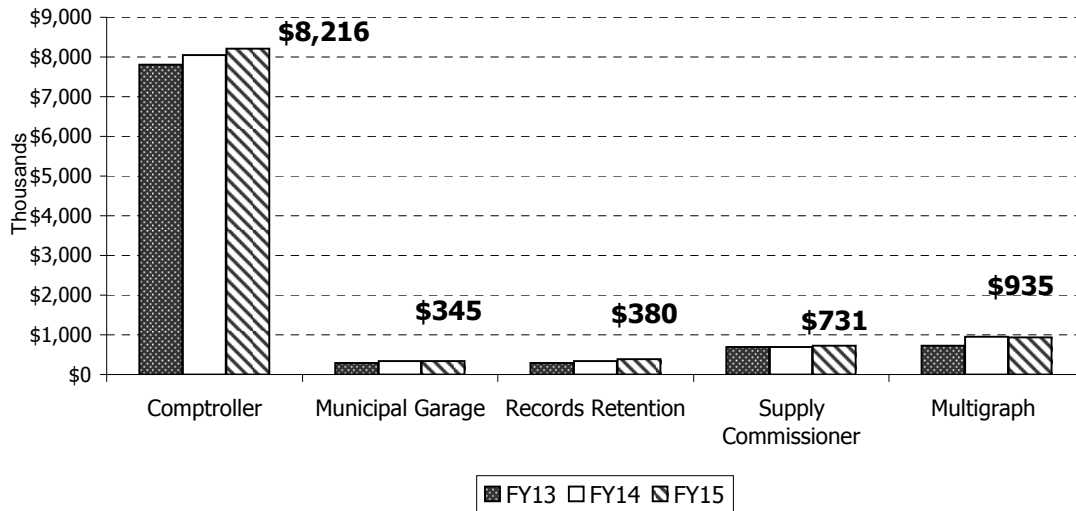
TOTAL FINANCE BUDGET \$10.3M

DIVISION HIGHLIGHTS

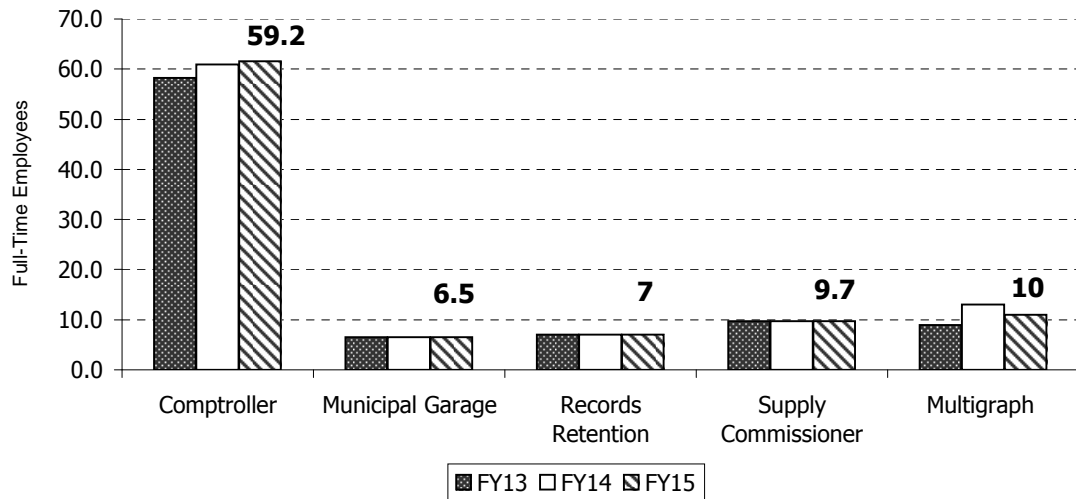
- The Comptroller will oversee the issuance of \$26,000,000 in City Park's Leasehold Improvement Dedicated Revenue Bonds. The bonds will be used to fund a variety of park improvement projects throughout the city.
- In FY15, Supply will implement and track contracts awarded under "Local Preference" (Ordinance # 69431). Utilizing GovDeals for the sale of surplus property may be expanded to include the St. Louis Metropolitan Police Department property. Supply is also working with Airport to establish a contract for the purchase of recycled content trash bags.
- In FY15, Multigraph will have the ability to complete all assignments using digital printing processes. Multigraph also anticipates printing a five year backlog of Ordinance and Engrossed hard bound books for the Register's office. The department will continue to merge the Police Department's printing operations with the City's.

FINANCE

FY13 - FY15 GENERAL FUND BUDGET HISTORY BY DIVISION



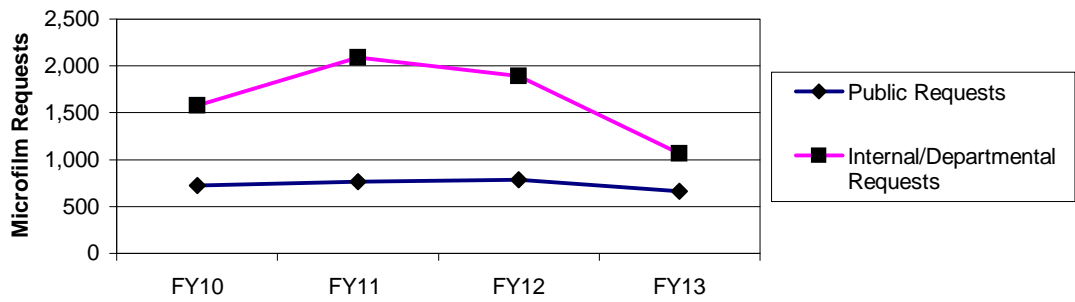
FY13 - FY15 GENERAL FUND PERSONNEL HISTORY BY DIVISION



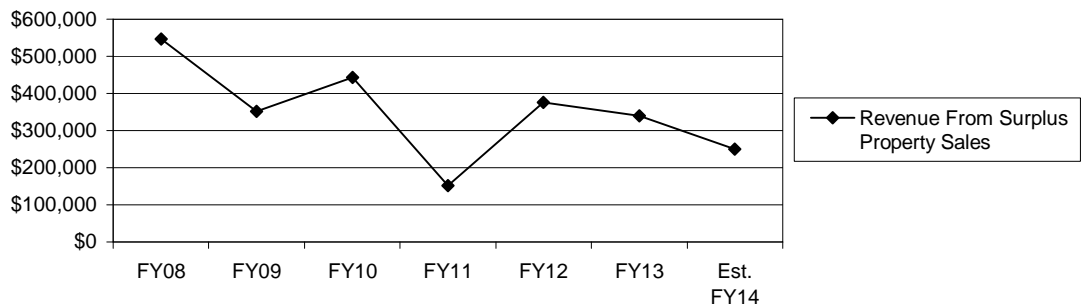
FINANCE

Selected Performance Measures

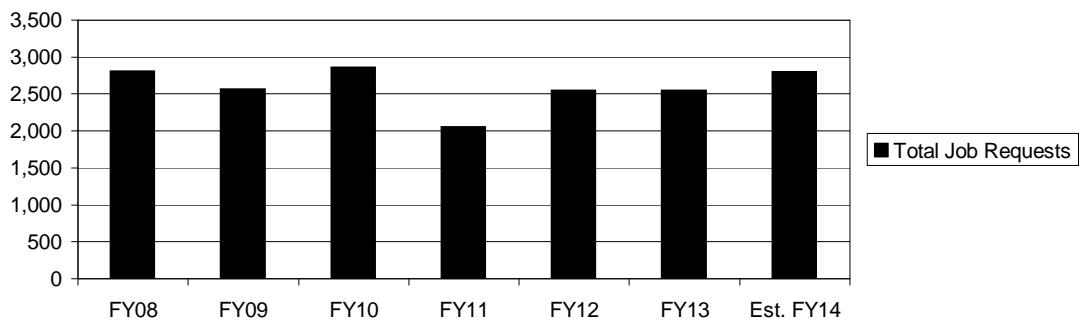
Microfilm Information Requests



Revenue From Surplus Property Sales



Total Job Requests



Division: 160 Comptroller
Program: Ø
Department: Finance

Division Budget 160

MISSION & SERVICES

The Comptroller supervises the fiscal affairs of the City. The division is responsible for accounting, payroll, and auditing functions. The Comptroller's office manages the City's telecommunications services and oversees payment on such items as sewer bills. The Comptroller is one of three members of the Board of Estimate and Apportionment.

In FY14/15, The Comptroller will oversee the issuance of \$26,000,000 in City Parks Leasehold Improvement Dedicated Revenue Bonds. The bonds will be used to fund a variety of park improvement projects throughout the City.

| <u>PERFORMANCE MEASURES</u> | Actual FY13 | Estimate FY14 | Goal / Est. FY15 |
|--|--------------------|----------------------|-------------------------|
| Vouchers Processed | 58,038 | 59,000 | 59,000 |
| Government Finance Officers Assoc.: Excellence in Financial Reporting Award | Yes | Yes | Yes |

| EXPENDITURE CATEGORY | ACTUAL FY13 | BUDGET FY14 | BUDGET FY15 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$4,343,874 | \$4,417,408 | \$4,580,407 |
| Materials and Supplies | 45,416 | 49,205 | 52,095 |
| Equipment, Lease, and Assets | 80,507 | 104,200 | 92,000 |
| Contractual and Other Services | 3,336,765 | 3,482,215 | 3,491,497 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| <hr/> | | | |
| General Fund | \$7,806,562 | \$8,053,028 | \$8,215,999 |
| Local Use Tax Fund | \$0 | \$0 | \$0 |
| Lateral Sewer Fund | 48,353 | 58,919 | 60,176 |
| Gateway Transportation Center | 1,260,632 | 1,339,337 | 1,343,704 |
| Tax Increment Financings | 1,000,694 | 529,153 | 615,704 |
| Trustee Leases Fund | 7,015,609 | 6,212,319 | 5,021,675 |
| G.O. Bond Fund | 5,695,771 | 8,735,942 | 5,106,307 |
| Grant and Other Funds | 260,301 | 232,549 | 229,388 |
| <hr/> | | | |
| All Funds | \$23,087,922 | \$25,161,247 | \$20,592,953 |

FULL TIME POSITIONS

| | | | |
|--------------|------|------|------|
| General Fund | 58.2 | 60.9 | 61.5 |
| Other Funds | 19.8 | 18.6 | 21.5 |
| <hr/> | | | |
| All Funds | 78.0 | 79.5 | 83.0 |

Division: 162 Municipal Garage
Program: Ø
Department: Finance

Division Budget 162

MISSION & SERVICES

The Municipal Garage is responsible for the loaning out of City owned vehicles for official City business and maintaining vehicle title records. The division is also responsible for the maintenance of the Municipal Garage that provides over 350 parking spaces to government employees.

PROGRAM NOTES

The budget for the Municipal Garage includes an increase of \$11,500 to cover costs associated with re-titling and licensing the St. Louis Metropolitan Police Department fleet.

PERFORMANCE MEASURES

| | Actual FY13 | Estimate FY14 | Goal / Est. FY15 |
|----------------------------------|--------------------|----------------------|-------------------------|
| Vehicles Maintained for City Use | 25 | 25 | 25 |
| Loaner Vehicles Total Trips | 3,298 | 3,300 | 3,300 |

| EXPENDITURE CATEGORY | ACTUAL FY13 | BUDGET FY14 | BUDGET FY15 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$266,141 | \$294,342 | \$300,418 |
| Materials and Supplies | 9,264 | 9,500 | 9,900 |
| Equipment, Lease, and Assets | 1,322 | 1,500 | 1,500 |
| Contractual and Other Services | 21,655 | 27,365 | 33,600 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| <hr/> | | | |
| General Fund | \$298,382 | \$332,707 | \$345,418 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| All Funds | \$298,382 | \$332,707 | \$345,418 |

FULL TIME POSITIONS

| | | | |
|--------------|-----|-----|-----|
| General Fund | 6.5 | 6.5 | 6.5 |
| Other Funds | 0.0 | 0.0 | 0.0 |
| <hr/> | | | |
| All Funds | 6.5 | 6.5 | 6.5 |

Division: 163 Records Retention
Program: Ø
Department: Finance

Division Budget **163**

MISSION & SERVICES

Records Retention is responsible for scanning documents and maintaining and providing records in the archival library. The division provides document reproduction and general copying services to some City departments, including the production of the City's Annual Operating Plan and accompanying budget documents. Records Retention also assists City residents and archivists with historical research.

PROGRAM NOTES

The budget for Records Retention includes an increase in professional services to reflect costs associated with the first year of a four-year project, transferring six-hundred rolls of deteriorating microfiche to a more sustainable, longer-lasting media to preserve the archival record of the City.

PERFORMANCE MEASURES

| | Actual FY13 | Estimate FY14 | Goal / Est. FY15 |
|----------------------------------|--------------------|----------------------|-------------------------|
| Public Requests (Drop-in) | 664 | 700 | 700 |
| Internal / Departmental Requests | 1,064 | 1,100 | 100 |

| EXPENDITURE CATEGORY | ACTUAL FY13 | BUDGET FY14 | BUDGET FY15 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$257,823 | \$293,487 | \$300,743 |
| Materials and Supplies | 6,221 | 10,000 | 10,000 |
| Equipment, Lease, and Assets | 28,848 | 37,000 | 37,000 |
| Contractual and Other Services | 5,109 | 5,000 | 32,000 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| <hr/> | | | |
| General Fund | \$298,001 | \$345,487 | \$379,743 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| All Funds | \$298,001 | \$345,487 | \$379,743 |

FULL TIME POSITIONS

| | | | |
|--------------|-----|-----|-----|
| General Fund | 7.0 | 7.0 | 7.0 |
| Other Funds | 0.0 | 0.0 | 0.0 |
| <hr/> | | | |
| All Funds | 7.0 | 7.0 | 7.0 |

Division: 170 Supply Commissioner

Program: Ø

Department: Finance

Division Budget **170**

MISSION & SERVICES

The purpose of the Division is to insure a continuous supply of materials, goods, services and equipment for City agencies by competitive bids and contracts. The Division is responsible for the procurement of all supplies, equipment, and related maintenance and selected services for City agencies. The Division processes approximately 2,900 purchase orders annually and administers approximately 200 purchase contracts. Approximately 50 surplus bids are administered each year.

PROGRAM NOTES

In FY15, Supply will implement and track contracts awarded under "Local Preference" (Ordinance # 69431). Use of GovDeals for the sale of surplus property may be expanded to include the St. Louis Metropolitan Police Department surplus property. Supply is also working with the Airport to establish a contract for the purchase of recycled content trash bags.

| <u>PERFORMANCE MEASURES</u> | Actual FY13 | Estimate FY14 | Goal / Est. FY15 |
|-------------------------------------|--------------------|----------------------|-------------------------|
| Purchase Orders Processed | 2,910 | 2,900 | 2,900 |
| % Minority Business Participation | 4.59% | 25.00% | 25.00% |
| Revenue From Surplus Property Sales | \$ 338,902 | \$ 250,000 | \$ 250,000 |

| EXPENDITURE CATEGORY | ACTUAL FY13 | BUDGET FY14 | BUDGET FY15 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$679,016 | \$679,001 | \$717,134 |
| Materials and Supplies | 4,779 | 4,000 | 4,000 |
| Equipment, Lease, and Assets | 5,176 | 5,500 | 5,500 |
| Contractual and Other Services | 3,835 | 4,200 | 4,200 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| <hr/> | | | |
| General Fund | \$692,806 | \$692,701 | \$730,834 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| All Funds | \$692,806 | \$692,701 | \$730,834 |

FULL TIME POSITIONS

| | | | |
|--------------|-----|-----|-----|
| General Fund | 9.7 | 9.7 | 9.7 |
| Other Funds | 0.0 | 0.0 | 0.0 |
| <hr/> | | | |
| All Funds | 9.7 | 9.7 | 9.7 |

Division: 171 Multigraph
Program: Ø
Department: Finance

Division Budget **171**

MISSION & SERVICES

To provide quality printing and graphic design support to all city agencies in a cost-effective and efficient manner. The Section provides various printed material such as forms, brochures, letterhead, business cards, envelopes and informational materials as requested by the City agencies. It is responsible for writing specifications and bids for specialized printing to private contract vendors for printing services not available in-house.

PROGRAM NOTES

In FY15, Multigraph will have the ability to complete all assignments using digital printing processes. Multigraph also anticipates printing a five year backlog of Ordinance and Engrossed hard bound books for the Register's office. The department will continue to merge the Police Department's printing operations with the City's.

| <u>PERFORMANCE MEASURES</u> | Actual FY13 | Estimate FY14 | Goal / Est. FY15 |
|------------------------------------|--------------------|----------------------|-------------------------|
| Jobs Completed | 2,549 | 2,800 | 2,800 |
| Jobs Completed On Schedule | 99.0% | 98.0% | 100.0% |

| EXPENDITURE CATEGORY | ACTUAL FY13 | BUDGET FY14 | BUDGET FY15 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$499,180 | \$648,692 | \$640,890 |
| Materials and Supplies | 105,510 | 112,881 | 115,000 |
| Equipment, Lease, and Assets | 48,785 | 64,841 | 65,000 |
| Contractual and Other Services | 76,441 | 122,850 | 113,768 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| <hr/> | | | |
| General Fund | \$729,916 | \$949,264 | \$934,658 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| All Funds | \$729,916 | \$949,264 | \$934,658 |

FULL TIME POSITIONS

| | | | |
|--------------|-----|------|------|
| General Fund | 9.0 | 13.0 | 11.0 |
| Other Funds | 0.0 | 0.0 | 0.0 |
| <hr/> | | | |
| All Funds | 9.0 | 13.0 | 11.0 |

Division: 171 Multigraph
Program: 01
Department: Finance

Division Budget **171-01**

MISSION & SERVICES

To provide quality printing and graphic design support to all city agencies in a cost-effective and efficient manner. The Section provides various printed material such as forms, brochures, letterhead, business cards, envelopes and informational materials as requested by the City agencies. It is responsible for writing specifications and bids for specialized printing to private contract vendors for printing services not available in-house.

PROGRAM NOTES

In FY15, Multigraph will continue the transition of the operation to include the St. Louis Police Department. The department plans to obtain FSC certification by utilizing sustainable printing

| <u>PERFORMANCE MEASURES</u> | Actual FY13 | Estimate FY14 | Goal / Est. FY15 |
|------------------------------------|--------------------|----------------------|-------------------------|
| Jobs Completed | 2,549 | 3,300 | 2,900 |
| Jobs Completed On Schedule | 99.0% | 98.0% | 100.0% |

| EXPENDITURE CATEGORY | ACTUAL FY13 | BUDGET FY14 | BUDGET FY15 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$499,180 | \$588,255 | \$525,732 |
| Materials and Supplies | 105,510 | 112,881 | 115,000 |
| Equipment, Lease, and Assets | 48,785 | 64,841 | 65,000 |
| Contractual and Other Services | 76,441 | 122,850 | 113,768 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| <hr/> | | | |
| General Fund | \$729,916 | \$888,827 | \$819,500 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| All Funds | \$729,916 | \$888,827 | \$819,500 |

FULL TIME POSITIONS

| | | | |
|--------------|-----|------|-----|
| General Fund | 9.0 | 10.0 | 9.0 |
| Other Funds | 0.0 | 0.0 | 0.0 |
| <hr/> | | | |
| All Funds | 9.0 | 10.0 | 9.0 |

Division: 171 Multigraph
Program: 02 Police Unit
Department: Finance

Division Budget **171-02**

MISSION & SERVICES

Multigraph's Police Unit will provide printing and graphic design services to support the mission of the St. Louis Metropolitan Police Department.

PROGRAM NOTES

In FY15, Multigraph Police Unit will perform all printing tasks for the Police Department. By consolidating this unit with the City's Multigraph section, one position was eliminated from the general fund. The Police Unit will utilize sustainable printing practices for all printing jobs.

| EXPENDITURE CATEGORY | ACTUAL FY13 | BUDGET FY14 | BUDGET FY15 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$0 | \$60,437 | \$115,158 |
| Materials and Supplies | 0 | 0 | 0 |
| Equipment, Lease, and Assets | 0 | 0 | 0 |
| Contractual and Other Services | 0 | 0 | 0 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| <hr/> | | | |
| General Fund | \$0 | \$60,437 | \$115,158 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| All Funds | \$0 | \$60,437 | \$115,158 |

FULL TIME POSITIONS

| | | | |
|--------------|-----|-----|-----|
| General Fund | 0.0 | 3.0 | 2.0 |
| Other Funds | 0.0 | 0.0 | 0.0 |
| <hr/> | | | |
| All Funds | 0.0 | 3.0 | 2.0 |

Division: 172 Mail Room
Program: Ø
Department: Finance

Division Budget 172

MISSION & SERVICES

The Mail Room strives to provide the most efficient total mail service at the maximum savings to our user departments.

The Mail Room coordinates both outgoing City mail and mail between City offices. Services provided by the Mail Room include, but are not limited to: a mail inserting service, a parcel / courier delivery service with three drive routes running twice daily to most departments and "Rush" service.

PROGRAM NOTES

The Mail Room currently provides reliable specialized outgoing mail services to the License Collector, Emergency Medical Services (EMS), and the Forestry Division. In FY15, Mail Room projects a 2,401 piece increase in interdepartmental mail.

| <u>PERFORMANCE MEASURES</u> | Actual FY13 | Estimate FY14 | Goal / Est. FY15 |
|------------------------------------|--------------------|----------------------|-------------------------|
| Total Pieces Delivered | 700,613 | 732,328 | 786,576 |
| Interdepartmental Mail | 47,405 | 47,820 | 50,221 |

| EXPENDITURE CATEGORY | ACTUAL FY13 | BUDGET FY14 | BUDGET FY15 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$280,590 | \$348,584 | \$395,908 |
| Materials and Supplies | 3,870 | 19,000 | 14,100 |
| Equipment, Lease, and Assets | 8,108 | 8,000 | 8,000 |
| Contractual and Other Services | 229,779 | 478,900 | 479,900 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| <hr/> | | | |
| Mail Room Services Fund | \$522,347 | \$854,484 | \$897,908 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| All Funds | \$522,347 | \$854,484 | \$897,908 |

FULL TIME POSITIONS

| | | | |
|--------------|-----|-----|-----|
| General Fund | 0.0 | 0.0 | 0.0 |
| Other Funds | 7.3 | 7.3 | 8.3 |
| <hr/> | | | |
| All Funds | 7.3 | 7.3 | 8.3 |

Division: 180 Assessor
Program: Ø
Department: Finance

Division Budget **180**

MISSION & SERVICES

The Assessor's mission is to assess all property to fairly reflect market value and to accurately record and provide real estate and personal property information to customers in a courteous manner. In every odd year the Assessor will assess all real property located within the City.

PROGRAM NOTES

In FY15, the Assessor plans to secure financing for a CAMA and Mapping technology upgrade. This upgrade would help to reduce dependence on outdated paper systems. In addition, the Assessor plans to digitally scan records as opposed to using microfiche.

| <u>PERFORMANCE MEASURES</u> | Actual FY13 | Estimate FY14 | Goal / Est. FY15 |
|-------------------------------------|--------------------|----------------------|-------------------------|
| Residential Real Estate Inspections | 23,730 | 22,000 | 22,000 |
| Commercial Real Estate Inspections | 3,641 | 2,200 | 2,200 |
| % Residential Structures Inspected | 22.0% | 20.0% | 20.0% |
| % Commercial Structures Inspected | 33.0% | 20.0% | 20.0% |

| EXPENDITURE CATEGORY | ACTUAL FY13 | BUDGET FY14 | BUDGET FY15 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$3,688,226 | \$3,632,180 | \$3,722,060 |
| Materials and Supplies | 27,464 | 32,600 | 31,100 |
| Equipment, Lease, and Assets | 6,272 | 7,500 | 4,000 |
| Contractual and Other Services | 468,817 | 548,000 | 542,500 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| Assessment Fund | \$4,190,779 | \$4,220,280 | \$4,299,660 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| All Funds | \$4,190,779 | \$4,220,280 | \$4,299,660 |

FULL TIME POSITIONS

| | | | |
|-------------|------|------|------|
| Other Funds | 64.0 | 64.0 | 65.0 |
| All Funds | 64.0 | 64.0 | 65.0 |